



U.S. Department of  
Transportation

Office of the Secretary  
of Transportation

**TAM NOTE 96-01A**

## **TRANSPORTATION ACQUISITION MANUAL NOTICE**

**DATE ISSUED: December 13, 1995**

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### **Transportation Acquisition Manual (TAM NOTE) 96-01A CORRECTION**

TAM NOTE 96-01A is issued to correct TAM NOTE 96-01 of  
November 28, 1995, please substitute the following pages:

#### **TAM NOTE 96-01A**

##### **Remove Pages**

**1213-67.2 through 1213-84**

##### **Insert Pages**

**1213-67.2 through 1213-84**

David J. Libman  
Senior Procurement Executive



## BENEFITS TO YOUR COMPANY FOR ACCEPTING THE **I.M.P.A.C.** VISA CARD

TODAY, ROCKY MOUNTAIN **BANKCARD** SYSTEM, INC. (**RMBCS**) RANKS AS ONE OF THE LARGEST CARD PROCESSING COMPANIES IN THE UNITED STATES. SINCE **RMBCS** HAS BEEN RECOGNIZED AS A LEADING PROVIDER OF CARD SERVICE WITH MORE THAN **2-1/2** MILLION CARDHOLDERS USING VISA AND MASTERCARD CREDIT AND DEBIT CARDS, AS WELL AS CARDS FOR PROPRIETARY, PRIVATE LABEL AND AFFINITY GROUPS.

MORE THAN **500** FINANCIAL INSTITUTIONS AND **60,000** MERCHANTS RELY ON **RMBCS** TO PROCESS **80** MILLION VISA AT MASTERCARD TRANSACTIONS ANNUALLY.



The U.S. Government can now pay vendors **with** a VISA card for purchases up to **\$25,000**

GSA Contract Number  
**GS 005-060 10**

- Receive payment in days, versus months, for all goods or services purchases.
- Increase sales because government employees are encouraged to make purchases **from** your company instead of your competitors.
- Reduce paperwork associated with purchases because **SF-44** forms and **imprest funds** are no longer required.

What is required?

Join more than 8 million merchant locations worldwide who accept VISA.

Contact your bank or Rocky Mountain **BankCard** System to establish a merchant relationship. If you already have a VISA merchant account, follow the same procedures as any other VISA sale.

**RMBCS**  
**Rocky Mountain BankCard System**

### ELECTRONIC **DRAFT** CAPTURE (**EDC**)

Thousands of companies have switched to this advanced method of credit card processing to streamline operations. Whether **you** are a small or large company, Rocky Mountain **BankCard** System has a solution to fit your needs that will be easy to use.

- Deposits are made directly to your local bank within two business days.
- Transactions can be processed via terminal, personal computer or electronic cash register.
- Time consuming phone authorizations and warning bulletins are eliminated.

Establishing a relationship to accept the **I.M.P.A.C.** ~~card~~ is a simple process.

**You can** use a PC and modem or purchase an inexpensive terminal to process transactions. A **RMBCS** merchant representative can help **you** determine the method of processing that meets your needs.

#### Operation:

The operation is simple and easy to **learn**. When you accept a credit card as payment, you simply swipe the card through the magnetic stripe reader on the terminal or key in the **I.M.P.A.C.** card number. The terminal **prompts** you to enter the dollar amount of the sale before it dials out for authorization and capture. The authorization number is then recorded on the sales **draft**.

#### Reporting:

Rocky Mountain **BankCard** System provides a Merchant Monthly Activity Statement recapping all account activity for the month.

The discount rate is calculated on net sales for the month. The charge is automatically debited **from** your bank account between the second and tenth business day of the following month.

Should you be a merchant with multiple locations, etc., additional reporting of each stores activity is available to a main **office** or corporate headquarters.

#### Customer Service:

Customer service representatives will be available to answer any questions and to provide you with any **information**. Additionally, the **RMBCS** "Help Desk" is available **24** hours a day, 7 day a week. Service levels are monitored and controlled to guarantee that your company receives prompt and responsible service.

If you would like additional information regarding Electronic **Draft** Capture, please contact our Electronic **Draft** Capture Marketing Department at **1-800-525-3717**, ext. **2526**.

Rocky Mountain **BankCard** System, Inc., P.O. Box **5952**, Denver, CO **80217**, (303) **629-7755**

DEPARTMENT OF TRANSPORTATION PROCEDURES  
FOR ACQUIRING TRAINING SERVICES

I. GENERAL.

Department of Transportation (DOT) policies and procedures for acquiring training services by other than warranted contracting personnel are set forth herein.

II. DEFINITIONS.

A "Chief of the Contracting Office ((COCO))" means the individual responsible for managing the contracting office(s) within an Operating Administration ((OA)). The COCO is the official granting a delegation of procurement authority ((DPA)) under these procedures.

B "Commercially-available/off-the-shelf," means existing training that is regularly offered to the general public and/or Government personnel in the course of normal business operations. The term includes training offered by a college, university, professional association, group, or organization. The term does not include training specifically developed, designed, or produced to meet a particular DOT requirement.

C "Delegation of Procurement Authority ((DPA))" means the authorizing document, approved and signed by the cognizant COCO granting specific procurement authority to an individual Government employee. If required by the organizational structure of the OA, the COCO shall obtain the approval of the Head of the Contracting Activity prior to granting DPAs under these procedures.

D "Established catalog or market price" means a catalog, price list, schedule or other verifiable and established record that: (1) is published or otherwise available for customer inspection, (2) states the current or last sales price to the public or private sector (3) is established in the course of ordinary and usual trade between buyers and sellers, and (4) can be substantiated by data from sources independent of the vendor.

E. "Fixed amount" means the cost of the training is of a firm amount (e.g., price per student, event, session, class program, course, seminar, or other instructional service).

F "Head of the Contracting Activity ((HCA))" means the individual responsible for managing the contracting offices within an OA who is a member of the Senior Executive Service or a flag officer.

G "Small purchase procedure" means the acquisition of training services by the methods prescribed in Federal Acquisition Regulation (FAR) Part 13, and as implemented by the Transportation Acquisition Regulation (TAR) and the Transportation Acquisition Manual (TAM).

H. "Training" as defined in the Government Employees Training Act ((GETA)), 5 U.S.C. 4101(4), means the process of providing for and making available to an employee, and placing or enrolling the employee in, a planned, prepared, and coordinated program, course (including correspondence), curriculum, subject, system, or routine of instruction of education, in scientific, professional, technical, or mechanical trade, clerical, fiscal, administrative, or other fields, which will improve individual and organizational performance and assist in achieving the agency's mission and performance goals. For the purposes of these procedures, the term includes meetings, seminars, conferences, symposia and associated course training materials (i.e., study plans, workbooks, handbooks, and manuals) furnished with the training. It is not appropriate to use the SF-182 for the sole purpose of acquiring "stand-alone" training supplies.

### III. POLICY.

No employee of DOT, other than a contracting officer or a recipient of a Delegation of Procurement Authority ((DPA)), operating within the limits of his or her authority, may enter into formal contracts, authorize contract modifications or otherwise bind, commit or obligate the Government contractually for training.

DPA recipients are only authorized to procure training under the conditions prescribed in paragraph IV. below. Otherwise, training must be procured by warranted DOT contracting officers.

Training shall be acquired within the limitations and procedures of the GETA, FAR, TAR, TAM, and the Departmental Personnel Manual ((DPM)). If the acquisition is accomplished through the use of the purchase/credit card, the policies and procedures set forth in the DOT Purchase/Credit Card Program (TAM Bulletin TB 94-03) dated March 9, 1994, and OA purchase/credit card procedures shall also be followed.

### IV. APPLICABILITY.

The policies and procedures set forth herein apply to the Office of the Inspector General ((OIG)) and the OAs when:

A. A DPA has been issued to a specific individual authorizing the acquisition of supplies or services in support of the Department of Transportation;

B. The training cost for an individual student or training requirement does not exceed the lesser of:

- a limitation set forth in an individual's DPA; or
- the small purchase limitation established by FAR Part 13;

C. The annual reasonably foreseeable aggregate training cost for a training requirement does not exceed the small purchase limitation (i.e., it would be inappropriate to segregate a known requirement for several courses on a specific subject into an individual requirement by date of offering or other means in

order to circumvent the small purchase limitation and, therefore, avoid sending the requirement to a contracting office for processing);

D. The training cost is based upon ~~pre-established~~ fixed catalog or market prices:

E The training is available from a Government source of supply (i.e., General Services Administration, Office of Personnel Management, etc.) OR is ~~commercially available/off-the-shelf~~ ~~modified~~ ~~commercially available/off-the-shelf~~ as set forth in paragraph VI.C. below; and

F. The contracting methods discussed in paragraphs V.C. or VI.C. below are used to acquire training services.

## V. ACQUISITIONS OF \$2,500 OR LESS:

The DOT Purchase/Credit Card Program, is the preferred method of acquiring all training services in an amount of \$2,500 or less. Every effort shall be made to provide ~~purchase/credit cards to individuals~~ (normally human resources management personnel) who are responsible for acquiring training services of \$2,500 or less in support of their activity.

### A. Small purchase training.

Each prospective DPA recipient will be required to attend small purchase training equivalent to the purchase/credit card training conducted by the OA (see Appendix B, Chapter V.C.).

### B. Delegation of Procurement Authority (DPA).

1. Appendix B details the process for identifying prospective cardholders and processing card account set-up forms, and the required procurement, finance and property control training. Upon completion of the small purchase training, an individual who has been granted a purchase/credit card DPA and issued a card is authorized to acquire training services within the limits of the DPA, the policies and procedures for the use of the purchase/credit card set forth in Appendix B, and the OA purchase/credit card procedures.

2 Copies of pertinent acquisition regulations referenced in these procedures (including the DOT/OA purchase/credit card procedures) if not received as part of the small purchase training, shall be ~~requested~~ from the cognizant COCO by the Purchase/Credit Card Program approving official when preparing and submitting cardholder account set-up forms.

3. DPA recipients shall be appointed in writing. A memorandum similar to the sample at Attachment 1 shall be used to grant a purchase/credit card DPA. At the discretion of the OA and the cognizant COCO, a purchase/credit card DPA and a DPA for acquiring training services in amount of \$2,500 or less can be combined.

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### C. Methods of Acquiring Training Services.

#### 1. DOT Purchase/Credit Card Program

- I The purchase/credit card shall be used to the maximum extent possible to acquire training within the cardholder's single purchase limit (not to exceed \$2,500).

#### 2. Use of SF 182.

In the absence of a purchase/credit card or when a contractor does not accept the government purchase/credit card, an SF-182 may be used to acquire training services of \$2,500 or less using the procedures set forth in paragraph VI.C. below. An employee may be designated for a DPA to acquire training services in amount of \$2,500 or less upon attending purchase/credit card training conducted by the OA.

#### 3. Imprest Fund.

For those infrequent occasions when the purchase/credit card or an SF-182 cannot be used, a DPA recipient may use imprest fund procedures to acquire training in accordance with DOT Order 2770.7 series, and DOT Office of Financial Management (M-80) memoranda dated September 19, 1991, and October 21, 1991, (Attachments 2A and 2B). The imprest fund shall be used only for those training needs: in amounts not in excess of the imprest fund limitation; which could not have been anticipated; and which must be satisfied immediately. Justification for use of the imprest fund in lieu of the SF-182 or purchase/credit card must be documented in the official order file (see paragraph VIII.D.).

### D. Funds Certification.

- I A Purchase Request (PR) DOT F 4200.1, is not required to acquire training services using a government purchase/credit card. In lieu of a PR, required approvals or funds certification may be secured by any method prescribed by an OA that establishes a record of the action (i.e., by memorandum, routing slip or other written documentation, by annual, quarterly or monthly commitment accounts established by accounting certification officers/funds administrators; by using electronic mail to document approvals and certifications, etc.).

### E. Competition.

Purchases of \$2,500 or less may be made without securing competition, if the price is determined fair and reasonable. Requirements in excess of \$2,500 shall not be divided or "split" into two or more separate purchases in order to avoid competition.

## VI. ACQUISITIONS GREATER THAN \$2,500:

### A. Small purchase training.

Each prospective DPA recipient will be required to attend formal small purchase procurement training of at least 32 hours duration that, at a minimum,

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c. Methods of acquiring training services.

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it to a vendor or contractor. When an SF-182 is used to acquire training from a Government source of supply, Attachment 5 is not required.

In accordance with federal statutes and Internal Revenue Service (IRS) regulations, FAR Clause 52.204-3 requires that contractors furnish their Taxpayer Identification Numbers (TIN) to the Government. The contractor may provide the information verbally to the ordering official or in writing when submitting invoices in accordance with the billing instructions contained on the SF-182. If the information is provided orally, the authorized purchasing official (DPA recipient) is responsible for transmitting the TIN to the servicing accounting/financial management office. Accounting/financial management offices are responsible for transmitting the TIN to IRS.

The SF-182 may also be used for requesting, approving and certifying payment for attendance at meetings, conferences, seminars and symposia, the primary purpose of which is to train the individual to meet a job-related need.

#### D. Funds Certification.

DPA recipients shall obtain the signature of the accounting certification official/funds administrator in the "Agency Use Only" section of the SF-182 as evidence of the availability of funds for obligation under the order. If one of the signatories in Section D, Approvals, is also responsible for funds certification, a second signature need not be obtained. A notation to the effect that "the individual approving in Block #\_\_\_ is also certifying the availability of funds for this purchase" is acceptable.

#### E. Competition.

Purchases in excess of \$2,500 must be acquired through reasonable competitive procedures (generally, soliciting at least three sources) in accordance with FAR 13.106(b). If practicable, two sources not included in the previous competition for similar training services should be requested to furnish quotations. DPA recipients should make every effort to locate new sources and rotate solicitations among sources to the maximum extent practicable. In accordance with FAR 13.106(b)(7), standing price quotations, such as catalog prices, may be substituted for obtaining individual quotations for each purchase.

The DPA recipient may make a determination that only one source is reasonably available as set forth in FAR Part 13.106(b); however, the official order file shall be documented to explain the absence of competition. (See sample Sole Source Justification, Attachment 6.)

Competition need not be obtained when acquiring training from a Government source of supply.

#### F. Posting Notices of Solicitations.

For proposed actions exceeding \$10,000, DPA recipients shall use the information system (electronic bulletin board or other means of displaying notifications) established in their cognizant contracting offices for the purpose

of posting notices of solicitations or copies of solicitations in accordance with TAR 1205.101.

#### G. Modifications.

In the event a change, revision or modification that alters the fixed price of commercially-available/off-the-shelf training is required to meet specific DOT requirements, either prior to or after executing an order for training services, the official order file shall be documented with supplemental information summarizing the changes (i.e., alterations, deletions, expansion, tailoring) required. The official order file shall also include a summary of the price negotiation, including the basis for determining that the price to be paid for modified commercially-available/off-the-shelf training is fair and reasonable in relation to the established catalog or market price. DPA recipients may enlist the assistance of warranted contracting personnel in negotiating price adjustments when faced with changes to fixed-price, commercially available/off-the-shelf training.

Modifications shall be issued using an SF-182 as the obligating document. Additional pages may be attached as deemed necessary to adequately describe the change, revision or modification to the commercially-available/off-the-shelf training.

### VII. ACQUISITION PROCEDURES:

Except as otherwise stated, the following requirements are applicable to the acquisition of all training services under these procedures:

#### A. Advanced Acquisition Planning.

Human resources management personnel are responsible for forecasting, to the best of their ability, the yearly training requirements for their activities. Higher echelon human resources management personnel are responsible for monitoring and identifying predicted annual requirements of subordinate organizations that may be combined for contracting purposes. Yearly requirements in excess of the small purchase limitation per individual student or training requirement must be identified and transmitted to procurement offices sufficiently in advance of the fiscal year in which formal contract award(s) is necessary. Personnel are encouraged to seek guidance concerning procurement leadtimes from their cognizant contracting office in order to allow sufficient time for processing contract award(s).

While it is recognized that emergency or anticipated training situations may occur, total predictable annual requirements may not be divided or "split" into two or more acquisitions to avoid the competition threshold (\$2,500) and avoid sending requirements to contracting offices. Neither shall predictable annual training requirements be "split" among equivalent training sources (i.e., essentially the same training given under different titles, or by different vendors) to avoid sending the requirements to contracting offices.

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### B. Small business-small purchase set asides.

1 Except for training services acquired from a required Government source of supply, all acquisitions estimated to exceed the micro-purchase threshold (~~(\$2,500)~~) shall be reserved exclusive for small business concerns ((FAR) 48 CFR 13.105)). If the purchase is made to other than a small business, the official order file shall be documented with the reason for the unrestricted purchase (see paragraph VII.D.)).

2. DPA recipients are encouraged to request assistance from cognizant Small Business Administration (SBA) center representatives and DOT Offices of Small and Disadvantaged Business Utilization (OSDBU) liaison personnel in identifying small business concerns capable of meeting their training requirements. The DOT Headquarters SBA Procurement Center Representative (PCR), can be reached at (202) 366-5323. A national directory of SBA PCRs may be obtained by calling the SBA at (202) 205-6471. A telephone listing of DOT OSDBU liaison personnel for each of the OAs may be obtained by calling their National Information Clearinghouse at (800) 532-1169.

### C. Official Order File.

DPA recipients shall establish an official order file in support of the training acquired under these procedures. The file may be organized on an individual basis for each transaction or as a master filing system in which all of the records would be combined in one file, easily accessible for acquisition planning purposes as well as for reviews and audits.

D. Official Order File Documentation. The official order file shall include the following the following documentation as applicable to the purchase:

1. Funds certification. See paragraph V.D. above.
2. Justification for use of ~~imprest~~ fund. See paragraph V.C.3. above.
- I 3. Price reasonableness. In accordance with (FAR) 48 CFR 13.106, the DPA recipient is responsible for documenting the official order file with the basis for determining the price reasonableness of the training to be purchased (i.e., competitive quotations, comparison with competitive published price lists, published market prices, fixed catalog prices).
4. Small business-small purchase set asides. If a determination is made that there is no reasonable, expectation of obtaining quotations from small I businesses, as set forth in (FAR) 48 CFR 13.105(d)(2), the DPA recipient shall document the order file with the reason(s) for the unrestricted purchase.
5. Sole source justification. For requirements in excess of \$2,500, solicitations may only be limited to one source, if it is determined that it is I the only source reasonably available ((FAR) 48 CFR 13.106), and if the price is determined fair and reasonable. If only one source is solicited, the official order file must be documented to explain the absence of competition.

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6. Modifications. The official order file documentation shall include a summary of the price negotiation and determination of price reasonableness as set forth in paragraph VI.C. above.

DPA recipients shall use Form DOT F 4230.1, Small Purchase Summary (Attachment 7) for the purpose of documenting their official order file. The DPA recipient shall sign the Small Purchase Summary form as the approving official. Form DOT F 4230.1 need not be completed when the training is acquired from a Government source of supply.

### E. Administration and Close out of Official Order Files.

DPA recipients are responsible for ensuring that:

1. training services are received and/or conducted in accordance with the terms of the order;

2. all necessary information is maintained and reported for all training obtained under these procedures;

3. invoices are reviewed and approved for payment in a timely fashion in order to preclude the payment of interest under the provisions of the Prompt Payment Act (31 U.S.C. 3109 et seq.); and

4. official order files are not destroyed before three years after final payment.

### F. Records.

In addition to the official order file, DPA recipients shall maintain a control log for the purpose of tracking all orders issued under these procedures when the acquisition is accomplished using an SF-182 or the Government purchase/credit card. As a minimum, the control log shall provide the name and address of the vendor, training date(s), title, and total price of the training acquired under these procedures. Any additional information required by human resources development organizations for tracking and reporting purposes must also be maintained.

By October 15 of each year, a copy of the log information for the previous twelve month period shall be provided to the Office of the Secretary, Human Resources Development Division, M-13, and to the DPA granting official to assist in Departmental advanced acquisition planning and maintaining oversight on the appropriate use of the delegated authority.

G Government employees serving as procurement officials must sign a Procurement Integrity Certification (see TAM 200310045600220(i)). Optional Form 333 ((FAR) 48 CFR 53.302-333), Attachment 8, herein may be used for this purpose. The term "procurement official" refers to any officer or employee of an agency who has participated personally and substantially in such duties as drafting reviewing approving a specification or statement of work, preparing or developing procurement requests, preparing or issuing solicitations, evaluating bids or proposals, selecting sources, negotiating prices, terms and conditions of a

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contract or contract modification, and reviewing and approving contract awards I or modifications ((FAR) 48 CFR 3.104-4).

### **VIII. AUDIT AND REVIEW.**

The **DPA** granting official is responsible for reviewing a random sample of the official order files and control logs to ensure that authorized procedures are being followed. The reviews shall be conducted no less frequently than every three years from the implementation date of these procedures. Written documentation of the results of these reviews shall be maintained by the cognizant contracting office and the records shall be made available to reviewing activities (i.e., GAO, ~~OIG~~, DOT) on an as-required basis.

### **IX. IMPLEMENTATION.**

These procedures may be used immediately, but shall be fully implemented no later than October 25, 1994.

#### **List of Attachments:**

Attachment 1	Sample <b>DPA</b> (Purchase/Credit Card)
Attachment 2A & 2B	OST Office of Financial Memoranda of 9/19/91 and 10/21/91
Attachment 3	Sample Request for <b>DPA</b> (Training Services)
Attachment 4	Sample <b>DPA</b> (Training Services)
Attachment 5	SF-182 Supplemental Terms and Conditions-- DOT
Attachment 6	Sample Sole Source Justification
Attachment 7	Small Purchase Summary, DOT F 4230..1
Attachment 8	Procurement Integrity Certification

# TAM NOTE 96-01

ATTACHMENT 1

## S A M P L E

ACTION: Delegation of Procurement Authority  
Number DT \_\_\_\_ \*-DPA- \_\_\_\_ \*\*

\_\_\_\_\_  
Chief of the Contracting Office

\_\_\_\_\_  
DPA Recipient (Name, OA, Routing Symbol)

You are hereby delegated the authority to purchase supplies or services and pay for such purchases using the International Merchant Purchase Authority Card (IMPAC), the current name of the Governmentwide Commercial Credit Card Program. No single purchase under this authority may exceed the micro-purchase threshold set forth in FAR 13.601, and is in accordance with further limitations which may be imposed upon you by your Approving Official. Supplies or services may be purchased, consistent with your organizational responsibilities and monthly purchase limits established by the Approving Official designated to review your purchases.

This delegation does not authorize you to purchase supplies or services on the open market that are required to be obtained from mandatory sources of supply (see Federal Acquisition Regulation (FAR), Part 8), nor does it authorize you to procurement supplies or services for which procurement responsibility has been assigned to another organizational element. You are authorized to use the IMPAC for purchases not exceeding the micro-purchase threshold set forth in FAR 13.601, under General Services Administration (GSA) Federal Supply Schedule contracts from contractors who will accept the IMPAC.

All purchases must be made in accordance with applicable laws and regulations including, but not limited to, the FAR, the applicable GSA purchase/credit card contract (currently IMPAC which is the registered trademark of the Rocky Mountain Bankcard system), the DOT Purchase/Credit Card Program (Transportation I Acquisition Manual Subchapter 1213.701), and OA purchase/credit card procedures.

This delegation shall automatically terminate upon your separation from the Department or reassignment to another office within the Department.

NOTE: At the discretion of the OA and the cognizant COCO, the purchase/credit card DPA and a DPA to acquire training services (see Attachment 4, which can be modified to indicate a micro-purchase threshold (FAR 13.601))) limitation may be combined into one delegation memorandum.



U.S. Department of  
Transportation  
Office of the Secretary  
of Transportation

# Memorandum

Subject: ACTION: Limitation on Cash Payments  
from Departmental **Imprest** Funds

Date: September 19, 1991

(Original signed by)  
From: Joyce D. Shelton  
Director of Financial Management

Reply to  
Attn. of:

To: Financial Management Committee Members

The purpose of this memorandum is to provide interim Departmental policy guidance concerning limitations on cash payments from Departmental **imprest** funds.

Chapter 4, paragraph 1 of the **Imprest** Fund Manual, (DOT Order **2770.7A**, dated August 11, 1983), placed a limit of \$250 for any one transaction, except in special circumstances.

Subsequent to the issuance of DOT Order **2770.7A**, the Treasury Department ~~has~~ increased this limit to \$500 for single routine payments. This authorization is contained in Volume 1, Part IV, Chapter **3000** of the Treasury Financial Manual (1 TFM 4-3040.20).

The change in limitation will not affect those transactions where special authorizations currently exist, for example, payments for U.S. Coast Guard military personnel. Additionally, emergency one-time exceptions for a single transaction may be made by the accounting officer, or his/her designee, who has direct supervision of the **imprest** fund.

We have begun the process of updating Order DOT **2770.7A**, **Imprest** Fund Manual, which revision will include this change on dollar limitations. The revised Order will be formally coordinated within the Department and is expected to be released for comment within the next several months.

In the interim, please advise the appropriate personnel within your Operating Administration of this change in **imprest** fund dollar limitation

If you have any questions, require additional information, or desire further clarification, please contact Don Mills, of my staff on (202) 366-5648.

TAM

(TAM NOTE 96-01) 1213-79



U.S. Department of  
Transportation

Office of the Secretary  
of Transportation

# Memorandum

Subject: ACTION: Limitation on Cash Payments Date: October 21,, 1991  
from Departmental Headquarters **Imprest** Funds

(Original signed by) Reply to  
From: Joyce D. Shelton Attn. of  
Director of Financial Management

To: Financial Management Committee Members

The purpose of this memorandum is to provide additional interim Departmental policy guidance concerning limitations on cash payments from the Washington, D.C. Headquarters **imprest** funds.

Our memorandum, dated September 19,, 1991,, increased the limitation for **imprest** fund payments of single routine transactions from \$250 to \$500,, to be in conformance with the Treasury Financial Manual.

However, from a cash management perspective, responsible officials should seek alternative measures, such as the use of the General Services Administration Government Travel Charge Card or travelers checks for travel advances and expenses, and use of the Governmentwide Commercial Credit Card Service Program or Third Party Drafts for making small purchases.

We have decided to limit travel reimbursements paid through the Washington, D.C. Headquarters **imprest** funds to \$250.. This decision reflects our commitment to minimize both the number of **imprest** fund transactions and the amount of cash held outside of Treasury. However, this decision is not binding on other **imprest** funds maintained by the Department of Transportation Operating Administrations.

If you have any questions, require additional information, or desire further clarification, please contact Rosie Roberson of my staff on (202) 366-0310..



S A M P L E

ACTION: Request for Delegation of Procurement  
Authority (Training Services)

\_\_\_\_\_  
Director/Manager, Office of Personnel/  
Human Resources Management (as appropriate)

Chief of the Contracting Office

A Delegation of Procurement Authority (DPA) is requested for the individual identified below who shall be designated as a DPA recipient for the purposes of acquiring training services in accordance with the procedures prescribed in Transportation Acquisition Manual (TAM) Chapter 1213 and the Departmental Personnel Manual System Chapter \_\_\_\_\_. It is understood that the DPA will terminate upon the employee's separation from DOT or reassignment to another office within the Department.

This individual has received a minimum of 32 hours of small purchase training or required purchase/credit card training from the organization or institution identified below, and a copy of the individual's course completion certification or equivalent documentation of successful course completion is attached.

Name of designee:

\_\_\_\_\_  
Operating Administration: \_\_\_\_\_  
Business Address: \_\_\_\_\_

\_\_\_\_\_  
Telephone No. : \_\_\_\_\_

\_\_\_\_\_  
Training date(s): \_\_\_\_\_

\_\_\_\_\_  
Training institution: \_\_\_\_\_

A copy of Federal Acquisition Regulation Part(s) \_\_\_\_\_ (not provided with the designated DPA recipient's small purchase training), Transportation Acquisition Regulation Part(s) \_\_\_\_\_, and TAM Chapter(s) \_\_\_\_\_ are requested for the use of the DPA recipient.

If there are any questions concerning this request, please contact \_\_\_\_\_ (name) † \_\_\_\_\_ (telephone).

Attachment

TAM

(TAM NOTE 96-01)) 1213-81

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SAMPLE

ATTACHMENT 4

ACTION: Delegation of Procurement Authority (DPA)  
Number DT      \*#AA-      \*\*

\_\_\_\_\_  
Chief of the Contracting Office

\_\_\_\_\_  
DPA Recipient (Name, OA, Routing Symbol)

You are hereby delegated the authority to purchase training services, consistent with your organizational responsibilities, as prescribed in the attached Department of Transportation (DOT) Procedures for the Acquisition of Training Services.

In anticipation of this delegation of procurement authority (DPA), you have been provided formal small purchase training to familiarize you with the statutory and regulatory requirements of the Federal Acquisition Regulation (FAR). This DPA is limited as follows:

- Acquisitions shall be accomplished within the limitations of the Government Employees Training Act, FAR, Transportation Acquisition Regulation (TAR), Transportation Acquisition Manual (TAM), the Departmental Personnel Manual; and the attached procedures;
- The cost of the training does not exceed \$25,000 for an individual student or training requirement, and the annual aggregate cost for a specific subject does not exceed \$25,000;
- The training cost is of a fixed amount based on established catalog or market prices;
- The training is considered commercially available/off-the-shelf or modified commercially available/off the shelf: or is available from a Government source of supply: and
- A Standard Form 182, Request, Authorization, Agreement and Certification of Training, the Government purchase/credit card, or on an exception basis, the DOT imprest fund are used to acquire and pay for training.

As requested in the DPA application submitted by your office, also attached are copies of selected FAR, TAR, and TAM guidance. If there are any questions concerning this DPA, please contact \_\_\_\_\_ (name) !  
\_\_\_\_\_ (tel.). This DPA shall automatically terminate upon your separation from DOT or upon reassignment to another office within the Department.

\*2-digit Contracting Office CIS No. ; \*\*3-digit sequential number  
Attachments

# TAM NOTE 96-01

ATTACHMENT 5

## SF-182 SUPPLEMENTAL TERMS AND CONDITIONS FOR COMMERCIAL ACQUISITIONS- -DOT

The following provisions/clauses supplement SF-182, Request, Authorization, Agreement and Certification of Training. All the following provisions/clauses apply to this order at the dollar thresholds indicated below:

### Required at all dollar levels:

- FAR 52.203-1 Officials Not to Benefit (APR 84)
- FAR 52.203-3 Gratuities (APR 84)
- FAR 52.203-6 Restrictions on Subcontractor Sales to the Government (JUL 85)
- FAR 52.203-7 Anti-Kickback Procedures (OCT 88)
- \*FAR 52.204-3 \*\*Tax Identification Number (TIN) (MAR 94)  
TIN (Offeror provides)
- FAR 52.222-3 Convict Labor (APR 84)\*\*\*
- FAR 52.222-21 Certification of Nonsegregated Facilities (APR 84)
- FAR 52.222-22 Previous Contract and Compliance Reports (APR 84)
- FAR 52.222-26 Equal Opportunity (APR 84)
- FAR 52.223-5 Certification Regarding a Drug Free Workplace (JUL 90)\*\*\*
- FAR 52.223-6 Drug Free Workplace (JUL 90)\*\*\*
- FAR 52.227-14 Rights in Data-General, w/Alt. I, II, III (JUN 87)
- FAR 52.232-11 Payments (APR 84)
- | FAR 52.232-8 Discounts for Prompt Payment w/Alt. I (APR 89)
- FAR 52.232-18 Availability of Funds (APR 84)\*\*\*\*
- FAR 52.232-25 Prompt Payment (MAR 94)
- FAR 52.233-1 Disputes (MAR 94)
- | FAR 52.233-3 Protest After Award (AUG 89)
- FAR 52.243-1 Changes-Fixed Price (AUG 87) w/Alt. II, III
- FAR 52.245-2 Government Property Fixed Price (DEC 89)
- FAR 52.245-4 Government Furnished Property (Short Form) (APR 84)
- FAR 52.246-1 Contractor Inspection Requirements (APR 84)
- FAR 52.249-1 Termination For Convenience of the Gov't, FP, Short Form (APR 84)
- | TAR 1252.242-72 Dissemination of Contract Information (OCT 94)

### Required for actions greater than \$2,500:

- FAR 52.222-36 Affirmative Action for Handicapped Workers (APR 84)

### Required for actions greater than \$10,000:

- FAR 52.222-35 Affirmative Action Vietnam Era (APR 84)
- FAR 52.222-37 Employment Report Disabled/Vietnam (JAN 88)

- \* Must be incorporated in full text; all other clauses may be incorporated by reference.
- \*\* If the TIN is not provided verbally at the time of award, Clause FAR 52.204-3, shall be completed by the contractor and submitted with the contractor's invoice.
- \*\*\* Required at any dollar value, if the award is expected to be made to an individual.
- \*\*\*\* Required if the action will be chargeable to funds of the new fiscal year and the action is to be initiated before the funds are available.

## (a) Definitions.

"Common parent," as used in this solicitation provision, means that corporate entity that owns or control an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns.

(b) All offerors are required to submit the information required in paragraph (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the IRS. If the resulting contract is subject to the reporting requirements described in FAR 4.903, the failure of refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

## (c) Taxpayer Identification Number (TIN).

☒ TIN: \_\_\_\_\_  
☒ TIN has been applied for.  
☐ TIN is not required because:

☒ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.:

☒ Offeror is an agency or instrumentality of a foreign Government:

☒ Other. State basis: \_\_\_\_\_  
 \_\_\_\_\_.

## (d) Corporate Status.

☒ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

☒ Other corporate entity:  
☐ Not a corporate entity: